

# Notification of Changes to Emergency Contact Information

Date: [Insert Date]

To: [Supervisor/HR Manager's Name]

From: [Your Name]

Subject: Update to Emergency Contact Information

Dear [Supervisor/HR Manager's Name],

I am writing to inform you of a change in my emergency contact information. Please update your records accordingly:

## **New Emergency Contact Information:**

- Name: [New Contact's Name]
- Relationship: [Relationship to You]
- Phone Number: [New Contact's Phone Number]
- Email: [New Contact's Email]

If you have any questions or require further information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]